

COUNCIL OF ADMINISTRATION

Plenary

Berne, 13 and 14 November 2014 (9.30 to 12.30 and 15.00 to 18.00), Heinrich von Stephan Hall

Provisional agenda	Document
1 Opening of the meeting and adoption of the agenda	CA 2014.1–Doc 1 and Add 1
2 CA Management Committee	
– Chairman's report	CA 2014.1–Doc 2 and Add 1
3 Coordination Committee for the Permanent Bodies of the Union	
– Chairman's report	CA 2014.1–Doc 3 and Add 1
4 Postal Operations Council	
– Chairman's report	CA 2014.1–Doc 4
5 Consultative Committee	
a Chairman's report on the April meeting	CA 2014.1–Doc 5a
b Amendment of the CC Rules of Procedure	
– Memorandum by the International Bureau	CA 2014.1–Doc 5b
6 Relations with organizations in the United Nations system and other international organizations	
a Secretary General's report	CA 2014.1–Doc 6a
b Cooperation agreement on e-commerce with the United Nations Conference on Trade and Development	CA 2014.1–Doc 6b
7 Outcome of the 2014 UPU Strategy Conference	
a Secretary General's report	PowerPoint Presentation
b Communication by Côte d'Ivoire (Rep.)	–
8 Mail exchange between Palestine and UPU member countries	
– Secretary General's report	CA 2014.1–Doc 8
9 Committee 1 (Governance and Regulatory Issues)	
– Chairman's report	CA 2014.1–Doc 9

		Document
10	Committee 2 (Finance and Administration)	
	– Chairman's report	CA 2014.1–Doc 10
11	Committee 3 (Strategy)	
	– Chairman's report	CA 2014.1–Doc 11
12	Committee 4 (Cooperation and Development)	
	– Chairman's report	CA 2014.1–Doc 12
13	Conference on postal regulation ¹	
	– Moderator's oral report	–
14	Date of the next meeting of the CA and drawing of lots for seating order	
	– Presentation by the International Bureau	PowerPoint presentation
15	Istanbul Congress 2016	
	a Communication from Turkey	–
	b Memorandum by the Secretary General	CA 2014.1–Doc 15b
	c Congress Committees	CA 2014.1–Doc 15c
16	Any other business	–

Berne, 20 June 2014

Abdul Rahman Ali Al-Aqaily
Chairman

¹ Conference programme will be distributed in the hall.

COUNCIL OF ADMINISTRATION

Committee 1 (Governance and Regulatory Issues)

Berne, 11 November 2014 (9.30 to 12.30 and 15.00 to 18.00), Heinrich von Stephan Hall

Provisional agenda	Document
1 Opening of the meeting and adoption of the agenda	CA C 1 2014.1–Doc 1
2 Short briefing on the report of the 2013.1 meeting	
– Chairman's report	PowerPoint presentation
3 Reform of the Union Project Group	
– Chairman's report	CA C 1 2014.1–Doc 3 and Add 1
4 Acts of the Union Project Group	
– Chairman's report	CA C 1 2014.1–Doc 4 and Add 1
5 Regulatory Issues Project Group	
– Chairman's report	CA C 1 2014.1–Doc 5 and Add 1
6 Remuneration Governance Issues Project Group	
– Chairman's report	CA C 1 2014.1–Doc 6 and Add 1
7 Country classification for the Caribbean part of the Netherlands (islands of Bonaire, Sint Eustatius and Saba)	
– Memorandum by the International Bureau	CA C 1 2014.1–Doc 7
8 Protecting the .post project and the postal/mail industry on the Internet	
– Memorandum by the International Bureau	CA C 1 2014.1–Doc 8
9 Creation of the user-funded subsidiary body for the postal payment service under the POC	
– Memorandum by the International Bureau	–
10 Progress report on Congress resolution C 8/2012 (Improving the transparency and visibility of parties responsible for international mail processing centres)	
– Report by POC C 1 Chair	–

Document

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|----|--|-------------------------|
| 11 | World Trade Organization agreement on trade facilitation. Relation with the World Customs Organization | |
| | – Presentation by the International Bureau | PowerPoint presentation |
| 12 | Report of the WSIS+10 review – UPU role as Action Line Facilitator for e-business and contributor to the WSIS review process | |
| | – Presentation by the International Bureau | – |
| 13 | Report of the UPU e-commerce forum held in March 2014 | |
| | – Presentation by the International Bureau | – |
| 14 | Any other business | – |

Berne, 20 June 2014

Egil Thorstensen
Chairman



COUNCIL OF ADMINISTRATION

Committee 1 (Governance and Regulatory Issues)

Reform of the Union Project Group

Berne, 4 November 2014 (9.30–12.30 and 15.00–18.00), Heinrich von Stephan Hall

Provisional agenda

Document

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|---|--|---------------------------------|
| 1 | Opening of the meeting and adoption of the agenda | CA C 1 RUPG 2014.2–Doc 1.Rev 1 |
| 2 | Drawing a clearer distinction between regulatory and operational functions of the UPU permanent bodies | |
| a | Table of comments from RUPG members and observers | |
| | – Memorandum by the International Bureau | CA C 1 RUPG 2014.2–Doc 2a |
| b | Ad hoc group report | CA C 1 RUPG 2014.2–Doc 2b |
| 3 | Consultative Committee and greater participation among stakeholders | |
| a | Memorandum by the Consultative Committee | CA C 1 RUPG 2014.2–Doc 3a |
| b | Table of comments from RUPG members and observers | CA C 1 RUPG 2014.1–Doc 2b.Add 2 |
| c | Ad hoc group report | CA C 1 RUPG 2014.2–Doc 3c |
| 4 | Support costs for user-funded subsidiary body activities | |
| | – Memorandum by the International Bureau | CA C 1 RUPG 2014.2–Doc 4 |
| 5 | Review of UPU procedures for submission of proposals to Congress | |
| | – Memorandum by France | CA C 1 RUPG 2014.2–Doc 5 |
| 6 | Any other business | – |
| 7 | Date of next meeting | – |

Berne, 28 August 2014

Francklin Furtado
Chairman

COUNCIL OF ADMINISTRATION**Committee 1 (Governance and Regulatory Issues)****Acts of the Union Project Group**

Berne, 5 November 2014 (9.30–12.30 and 15.00–18.00), Montgomery Blair Hall

Provisional agenda		Document
1	Opening of the meeting and adoption of the agenda	CA C 1 AUPG 2014.2–Doc 1
2	Report of the previous meeting	CA C 1 2014.1–Doc 4
3	General revision of the Convention and Regulations	
a	Memorandum by the International Bureau	CA C 1 AUPG 2014.2–Doc 3a
b	Consultant's report on revision of the Regulations	CA C 1 AUPG 2014.2–Doc 3b
4	Study of the use and definitions of terms and expressions in the UPU Acts	
a	Memorandum by the International Bureau	CA C 1 AUPG 2014.2–Doc 4a
b	Report of the ad hoc group on definitions	CA C 1 AUPG 2014.2–Doc 4b
5	Study on the possibility of establishing a permanent Convention	
–	Memorandum by the International Bureau	CA C 1 AUPG 2014.2–Doc 5
6	Date of next meeting	–
7	Any other business	–

Berne, 22 July 2014

Siva Somasundram
Chairman

COUNCIL OF ADMINISTRATION

Committee 1 (Governance and Regulatory Issues)

Regulatory Issues Project Group

Berne, 3 November (15.00 to 18.00), Heinrich von Stephan Hall

Provisional agenda	Document
1 Opening of the meeting and adoption of the agenda	CA C 1 RIPG 2014.2–Doc 1
2 Interconnection of wider postal sector external stakeholders to UPU products and services. Results of product audit	
a Memorandum by the International Bureau	CA C 1 RIPG 2014.2–Doc 2a
b Report from the external consultant	PowerPoint presentation
3 Development of a sanctions mechanism for long-term terminal dues–related debts	
– Paper by the ad hoc group	CA C 1 RIPG 2014.2–Doc 3
4 Study of legal, regulatory, operational and economic problems in relation to multiple designated operators in one country	
– Memorandum by the International Bureau	CA C 1 RIPG 2014.2–Doc 4
5 Universal postal service survey. Country information	
– Memorandum by the International Bureau	CA C 1 RIPG 2014.2–Doc 5
6 Postal market regulation. Country presentations	
a Argentina	PowerPoint presentation
b Bangladesh	–
c The former Yugoslav Republic of Macedonia	–
d Tanzania (United Rep.)	–
7 Date of the next meeting	–
8 Any other business	–

Berne, 10 July 2014

Allison Levy
Chairman



COUNCIL OF ADMINISTRATION

Committee 1 (Governance and Regulatory Issues)

Remuneration Governance Issues Project Group (RGIPG)

Berne, 6 November 2014 (15.00–18.00), Montgomery Blair Hall

Provisional agenda	Document
1 Opening of the meeting and adoption of the agenda	CA C 1 RGIPG 2014.2–Doc 1
2 Report of the last meeting	
– Chair's report	CA C 1 2014.1–Doc 6
3 Country classification for the Caribbean part of the Netherlands (islands of Bonaire, Sint Eustatius and Saba)	
– Memorandum by the International Bureau	CA C 1 2014.1–Doc 7
4 Update on the POC work on remuneration	
– Presentation by the POC C 3 Co-Chair (Belgium)	–
5 Impact of the new terminal dues system on designated operators	
– Report of the study results by the International Bureau	POC C 3 LPRG 2014.2–Doc 4c
6 Work of the RGIPG task forces (TFs)	
a Review of the remuneration system principles	
– Report by TF 1 leader (Norway)	CA C 1 RGIPG 2014.2–Doc 6a
b Review of the country classification methodology and transition arrangements	
– Presentation by TF 2 leader (Mexico)	–
7 Update of the RGIPG work plan	CA C 1 RGIPG 2014.2–Doc 7
8 Date and place of next meeting	–
9 Any other business	–

Berne, 31 July 2014

Jorge E. Aldana Margáin
Chairman

COUNCIL OF ADMINISTRATION

Committee 2 (Finance and Administration)

Berne, 7 November 2014 (9.30 to 12.30 and 15.00 to 18.00), Heinrich von Stephan Hall

Provisional agenda	Document
1 Opening of the meeting and adoption of the agenda	CA C 2 2014.1–Doc 1
2 Financial statements of the Universal Postal Union for 2013	
– Report by the Secretary General	CA C 2 2014.1–Doc 2
3 External audit report on the UPU financial statements for 2013	
– Memorandum by the Secretary General	CA C 2 2014.1–Doc 3
4 Financial audit on management of procurements and provision of services	
– Memorandum by the Secretary General	CA C 2 2014.1–Doc 4
5 Internal audit service report	
– Memorandum by the Secretary General	CA C 2 2014.1–Doc 5
6 Report on the work of the United Nations Joint Inspection Unit	
– Memorandum by the Secretary General	CA C 2 2014.1–Doc 6
7 Report by the International Bureau on the Internal Audit Committee	
– Report by the Secretary General	CA C 2 2014.1–Doc 7
8 Contributions to the Union budget	
a Report on the application of the automatic sanctions system	CA C 2 2014.1–Doc 8a
b Requests by member countries for waiving of interest on arrears and for temporary reductions in contribution class	CA C 2 2014.1–Doc 8b
c Contribution system	CA C 2 2014.1–Doc 8c
9 UPU accounts receivable at 31 December 2013	
– Report by the Secretary General	CA C 2 2014.1–Doc 9

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| 10 | Draft Programme and Budget for 2015 | |
| | – Report by the Secretary General | CA C 2 2014.1–Doc 10 |
| 11 | Internal control system | |
| | – Report by the Secretary General | CA C 2 2014.1–Doc 11 |
| 12 | Ethics Office and 2014 financial disclosure exercise | |
| | a Report of the Ethics Office | |
| | – Memorandum by the Secretary General | CA C 2 2014.1–Doc 12a |
| | b Report on the 2014 financial disclosure exercise | |
| | – Memorandum by the Secretary General | CA C 2 2014.1–Doc 12b |
| 13 | International Bureau human resource management | |
| | – Memorandum by the Secretary General | CA C 2 2014.1–Doc 13 |
| 14 | Provident Scheme of the Universal Postal Union | |
| | – Report by the Management Board | CA C 2 2014.1–Doc 14 |
| 15 | Any other business | – |

| Berne, 5 August 2014

Masatoshi Kawano
T.S. Sinha
Co-Chairs

COUNCIL OF ADMINISTRATION**Committee 3 (Strategy)**

Berne, 10 November 2014, 10.30 to 13.30, Heinrich von Stephan Hall

Provisional agenda		Document
1	Opening of the meeting and adoption of the agenda	CA C 3 2014.1–Doc 1
2	CA Committee 3: updated work plan	
	– Chairman's report	CA C 3 2014.1–Doc 2
3	Report of the November 2013 meeting of CA Committee 3	
	– Chairman's report	CA 2013.2–Doc 9
4	Programme and Budget Prioritization and Allocation Project Group	
	– Chairman's report	CA C 3 2014.1–Doc 4
5	Monitoring and Evaluation Project Group	
	– Chairman's report	CA C 3 2014.1–Doc 5
6	Emerging postal trends and developments	
	– Presentation by the Deputy Director General of the International Bureau	PowerPoint presentation
7	Future Strategy Project Group	
	– Chairman's report	CA C 3 2014.1–Doc 7
8	Update on the 2014 UPU Strategy Conference	
	– Presentation by the International Bureau	PowerPoint presentation
9	Any other business	–

Pretoria, 18 August 2014

Jim Paterson
Chairman

COUNCIL OF ADMINISTRATION**Committee 4 (Cooperation and Development)**

Berne, 10 November 2014 (15.00 to 18.00), Heinrich von Stephan Hall

Provisional agenda	Document
1 Opening of the meeting and adoption of the agenda	CA C 4 2014.1–Doc 1
2 Cooperation between the UPU and the restricted unions – Follow-up on the implementation of Doha Congress resolution C 14/2012	
– Memorandum by the International Bureau	CA C 4 2014.1–Doc 2
3 Work of the Technical Cooperation and Postal Sector Development Project Group	
– Report by the project group Chairman	CA C 4 2014.1–Doc 3 and Add 1
– Partners in development cooperation activities	PowerPoint presentation
4 Work of the Postal Sector Macroeconomics Project Group	
– Report by the project group Chairman	CA C 4 2014.1–Doc 4 and Add 1
5 Work of the Sustainable Development Project Group	
– Report by the project group Chairman	CA C 4 2014.1–Doc 5 and Add 1
6 Work of the Postal Financial Inclusion Project Group	
– Report by the project group Chairman	CA C 4 2014.1–Doc 6 and Add 1
7 Work of the POC Committee 2 Micro, Small and Medium Enterprises Business Development Group	
– Report by the project group Chairman	CA C 4 2014.1–Doc 7 and Add 1
8 Any other business	–

Berne, 5 August 2014

Margaret Ashby
Chair

COUNCIL OF ADMINISTRATION/POSTAL OPERATIONS COUNCIL**Committee 4 (Cooperation and Development)****Technical Cooperation and Postal Sector Development Project Group**

Berne, 3 November 2014 (15.00 to 18.00), Montgomery Blair Hall

Provisional agenda		Document
1	Opening of the meeting and adoption of the agenda	CA C 4 CDPG 2014.2–Doc 1
2	Progress of the Technical Cooperation and Postal Sector Development Project Group work programme – Implementation indicators	
	– Memorandum by the International Bureau	CA C 4 CDPG 2014.2–Doc 2
3	Implementation of regional development plans 2013–2016	
	– Memorandum by the International Bureau	CA C 4 CDPG 2014.2–Doc 3
4	Development cooperation activities	
	– Postal sector reform and regulation	PowerPoint presentation
	– Action plan on training for member countries	PowerPoint presentation
5	Seeking funding	
a	Methodological approach for development cooperation resource mobilization	PowerPoint presentation
b	Status of the UPU Emergency and Solidarity Fund	
	– Memorandum by the International Bureau	CA C 4 CDPG 2014.2–Doc 5b
6	System for evaluating development cooperation projects	
	– Memorandum by Spain	CA C 4 CDPG 2014.2–Doc 6
7	Any other business	–

Berne, 7 August 2014

Mamadou Konate
Chairman

COUNCIL OF ADMINISTRATION**Committee 4 (Cooperation and Development)****Postal Sector Macroeconomics Project Group**

Berne, 6 November 2014, Heinrich von Stephan Hall

Provisional agenda		Document
1	Opening of the meeting and adoption of the agenda	CA C 4 PSMPG 2014.2–Doc 1
2	Integrated economic, strategic and development indicators	
	– Memorandum by the International Bureau	CA C 4 PSMPG 2014.2–Doc 2
3	Assessment of stakeholders' needs and topics of interest through book evaluation: survey results	
	– Memorandum by the International Bureau	CA C 4 PSMPG 2014.2–Doc 3
4	Update on UN Global Pulse, World Bank and United States Postal Service Office of Inspector General (USPS OIG) partnerships for knowledge and research	
	– Presentation by the International Bureau	PowerPoint presentation
5	The Internet of Postal Things: Workshop	
	– Programme	CA C 4 PSMPG 2014.2–Doc 5
6	Date and place of next meeting	–
7	Any other business	–

Berne, 4 September 2014

Vincenzo De Chellis
Chairman

COUNCIL OF ADMINISTRATION/POSTAL OPERATIONS COUNCIL

Committee 4 (Cooperation and Development)

Sustainable Development Project Group

Berne, 6 November 2014 (15.00 to 18.00), Beat Fischer Room

Provisional agenda		Document
1	Opening of the meeting and adoption of the agenda	CA C 4 SDPG 2014.2–Doc 1
2	Introduction by the Chairman of the project group	–
3	Work of the Sustainable Development Project Group	
–	Report by the Chairman of the project group	CA C 4 2014.1–Doc 5
4	Carbon Offset Fund – project progress, opportunities and future developments	
–	Presentation by France	PowerPoint presentation
5	Postal sector carbon inventory	
a	Progress of the fifth inventory	PowerPoint presentation
b	Feasibility of developing an online calculation tool	
–	Memorandum by the International Bureau	CA C 4 SDPG 2014.2–Doc 5b
c	Setting a greenhouse gas emission reduction target	
–	Memorandum by the International Bureau	CA C 4 SDPG 2014.2–Doc 5c
d	UPU carbon inventory and postal statistics	PowerPoint presentation
6	Sustainable development objectives – Post-2015 agenda	
–	Memorandum by the International Bureau	PowerPoint presentation
7	Work of the Ad Hoc Group on Disaster Risk Management	
–	Memorandum by the International Bureau	CA C 4 SDPG 2014.2–Doc 7
8	Any other business	–

Berne, 5 August 2014

Patrick Widloecher
Chairman

COUNCIL OF ADMINISTRATION/POSTAL OPERATIONS COUNCIL**Committee 4 (Cooperation and Development)****Postal Financial Inclusion Project Group – Financial Inclusion Forum**

Berne, 5 November 2014 (9.30 to 18.00), Heinrich von Stephan Hall

Provisional agenda		Document
1	Opening of the meeting and adoption of the agenda	CA C 4 FIPG 2014.2–Doc 1
2	Preliminary remarks by the project group Chairman	–
3	International financial inclusion forum 2014: the role of mobile technologies as a catalyst for financial inclusion by Posts	
	– Memorandum by the International Bureau	CA C 4 FIPG 2014.2–Doc 3
4	Results of the international financial inclusion forum 2014: the role of mobile technologies as a catalyst for financial inclusion by Posts	
	– Oral presentation by the project group Chairman	–
5	Any other business	–

Berne, 15 September 2014

M'hamed El Moussaoui
Chairman